



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

January 19, 2016

Fred Fosson
Director of Human Resources
City of Sanford
300 N Park
Sanford, FL 32771

Re: Equal Employment Opportunity (EEO) Utilization Report for City of Sanford

Dear Mr. Fred Fosson,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity (EEO) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEO Utilization Report is effective for two years from the date of this letter, and satisfies the EEO reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston
Director
Signed by: MICHAEL ALSTON



Innovation * Partnerships * Safer Neighborhoods

[Logout](#)

EEOP Utilization Report

[FAQ](#)

Congratulations, you have completed the EEOP Utilization Report!

The form was certified by **Fred W. Fosson, Director of Human Resources/Risk Management**, Email=fossonf@sanfordfl.gov, Phone=407-688-5025, on Tue Jan 12 14:53:47 EST 2016

EEOP Utilization Reports must be signed and certified by a responsible official who has the authority to implement your Equal Employment Opportunity Program. Electronic submission of this report constitutes a signature and certification.



To open, review and print your complete EEOP Utilization Report click here.

If you have any questions regarding the submission process contact OCR by telephone at (202) 307-0690 or by email at EEOPForms@usdoj.gov.

EEOP Utilization Report



Tue Jan 12 14:54:05 EST 2016

Step 1: Introductory Information

| | | | |
|---------------------------|---|-------------------------|---------------------------|
| Grant Title: | Bulletproof Vest 2015 | Grant Number: | 2015 Regular Solicitation |
| Grantee Name: | City of Sanford | Award Amount: | \$1.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 300 N Park Sanford, Florida 32771 | | |
| Contact Person: | Jim Krzenski | Telephone #: | 407-688-5070 |
| Contact Address: | 815 Historic Goldsboro Blvd. Sanford, Florida 32771 | | |
| DOJ Grant Manager: | Bureau of Justice Assistance/Office of Justiced Programs | DOJ Telephone #: | 202-616-6500 |

| | | | |
|---------------------------|--|-------------------------|----------------|
| Grant Title: | COPS Hiring Recovery Program | Grant Number: | 2011UMWX0044 |
| Grantee Name: | City of Sanford | Award Amount: | \$1,133,670.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 300 N Park Ave Sanford, Florida 32771 | | |
| Contact Person: | Jim Krzenski | Telephone #: | 407-688-5070 |
| Contact Address: | 815 Historice Goldboro Blvd Sanford, Florida 32771 | | |
| DOJ Grant Manager: | Judith Williford | DOJ Telephone #: | 202-514-1156 |

| | | | |
|---------------------------|---|-------------------------|-----------------|
| Grant Title: | FY14 (BJA-JAG) | Grant Number: | 2014-DJ-BX-0743 |
| Grantee Name: | City of Sanford | Award Amount: | \$25,510.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 300 N Park Ave Sanford, Florida 32771 | | |
| Contact Person: | Jim Krzenski | Telephone #: | 407-688-5070 |
| Contact Address: | 815 Historice Goldsboro Blvd Sanford, Florida 32771 | | |
| DOJ Grant Manager: | Gerardo Velazquez | DOJ Telephone #: | 202-353-8645 |

| | | | |
|---------------------------|--|-------------------------|-------------------------|
| Grant Title: | Expansion of Body Camera Capability | Grant Number: | 2015-JAGC-SEMI-7-R3-166 |
| Grantee Name: | City of Sanford | Award Amount: | \$16,430.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 300 N Park Ave Sanford, Florida 32771 | | |
| Contact Person: | Jim Krzenski | Telephone #: | 407-688-5070 |
| Contact Address: | 815 Historic Goldsboro Blvd Sanford, Florida 32771 | | |
| DOJ Grant Manager: | Annamarie Whatley | DOJ Telephone #: | 850-617-1250 |

| | | | |
|---------------------------|--|-------------------------|---------------------------|
| Grant Title: | Bulletproof Vest 2013 | Grant Number: | 2013 Regular Solicitation |
| Grantee Name: | City of Sanford | Award Amount: | \$9,196.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 300 N Park Ave Sanford, Florida 32771 | | |
| Contact Person: | Jim Krzenski | Telephone #: | 407-688-5070 |
| Contact Address: | 815 Historic Goldsboro Blvd Sanford, Florida 32771 | | |
| DOJ Grant Manager: | Bureau of Justice Assistance | DOJ Telephone #: | 202-616-6500 |

| | | | |
|---------------------------|--|-------------------------|-----------------------|
| Grant Title: | Bulletproof Vest 2014 | Grant Number: | 2014 Regular Schedule |
| Grantee Name: | City of Sanford | Award Amount: | \$15,819.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 300 N Park Ave Sanford, Florida 32771 | | |
| Contact Person: | Jim Krzenski | Telephone #: | 407-688-5070 |
| Contact Address: | 815 Historic Goldsboro Blvd Sanford, Florida 32771 | | |
| DOJ Grant Manager: | Bureau of Justice Assistance/Office of Justice Programs | DOJ Telephone #: | 202-616-6500 |

| | | | |
|---------------------------|---|-------------------------|------------------|
| Grant Title: | 2013 Community Development Block Grant | Grant Number: | B-13-MC-12-00057 |
| Grantee Name: | City of Sanford | Award Amount: | \$428,791.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 300 N Park Ave Sanford, Florida 32771 | | |
| Contact Person: | Andrew Thomas | Telephone #: | 407-688-5000 |
| Contact Address: | 300 n Park Ave Sanford, Florida 32771 | | |
| DOJ Grant Manager: | Lugia Milanese | DOJ Telephone #: | 904-208-6080 |

Policy Statement:

The City of Sanford recognizes a moral, ethical and legal responsibility to provide fair and equitable consideration of applicants and employees without regard to age, national origin, race, color, sex, disability, religion, sexual orientation, genetics, pregnancy, or ethnic background.

The City affirms its commitment to a policy not only of nondiscrimination, but also to a process of equal employment opportunity in all departments of City government to ensure that employment opportunities are extended to all qualified persons.

City policy prohibits the hiring of unqualified individuals. The City of Sanford will continue to administer all other personnel matters such as compensation, benefits, transfers, layoffs, training, and education assistance in accordance with the City's Nondiscrimination Policy.

The City's Equal Employment Opportunity Plan is available for review in the Human Resources/Risk Management Department during normal business hours. It is also available on the City's website at www.sanfordfl.gov.

Employees are encouraged to bring equal employment opportunity concerns to the attention of their supervisors, management staff, or the Equal Employment Opportunity Plan Coordinator in the Human Resources Department.

Fred Fosson
Equal Employment Opportunity Plan Coordinator
Human Resources/Risk Management Director
300 N. Park Avenue
Sanford, Florida 32771

Step 4b: Narrative Underutilization Analysis

The City's Human Resources/Risk Management Department reviewed the EEOP Utilization Analysis chart (comparing the City's workforce to the relevant labor market, Seminole County), and noted the following groups with underutilizations in two or more Standard Deviations

1. White females in the following job categories:
 - a. Officials (-19%),
 - b. Professionals (-18%),
 - c. Technicians (-16%),
 - d. Protective Services Non-Sworn (-29%)
 - e. Service Maintenance (-22%).
2. Black or African American females in the following category:
 - a. Protective Services Non-Sworn (-14%).
3. Asian females in the following category:
 - a. Protective Services Non-Sworn (-9%).
4. Hispanic males in the following category:
 - a. Skilled Craft (-17%).
5. White males in the following job categories:
 - a. Administrative Support (-17%),
 - b. Skilled Craft (-24%),
 - c. Service Maintenance (-18%).

Since the last EEOP Utilization Report the City has forwarded more than 60 external job postings to over 30 schools, cities and organizations. The Human Resources/Risk Management Department (HR/RM) reviewed the composition of the applicant pool for all vacancies in both calendar years 2014 and 2015; that review indicates a 29% increase in number applicants in 2015 compared to 2014:

1. 51% increase in female applicants;
 - a. White females increased by 34%,
 - b. Black females increase by 86% and
 - c. Asian Islander females increased by 9%.
2. 16% increase in male applicants;
 - a. White males increased by 6%,
 - b. Black males increased by 23%, and
 - c. Hispanic males decreased by 9%.

Step 5 & 6: Objectives and Steps

1. To encourage White males to apply for vacancies in the Administrative Support, Skilled Craft and Service Maintenance job categories.

- a. Since the last EEOP Utilization Report the City has forwarded more than 60 external job postings to over 30 schools, cities and organizations. The Human Resources/Risk Management Department (HR/RM) will continue the practice of forwarding each external job posting to the list of more than 30 schools, cities and other organizations.

b. B. The HR/RM will also continue outreach efforts to research for additional organizations that target White male applicants in these job areas, i.e. sending recruitment vacancy announcements to: minority group websites or emails as determined by the City; known trade associations, if any, specific to the position or job category, HR/RM professional associations; local public entities. HR/RM will once again inquire of other local public entities as to their recruitment efforts in this regard for additional programs, organizations, institutions etc, in which to reach White males.

2. To encourage Hispanic males to apply for vacancies in the Skilled Craft job category.

a. Since the last EEOP Utilization Report the City has forwarded more than 60 external job postings to over 30 schools, cities and organizations. The Human Resources/Risk Management Department (HR/RM) will continue the practice of forwarding each external job posting to the list of more than 30 schools, cities and other organizations.

b. The HR/RM will also continue outreach efforts to research for additional organizations that target Hispanic male applicants in these job areas, i.e. sending recruitment vacancy announcements to: minority group websites or emails as determined by the City; known trade associations, if any, specific to the position or job category, ,HR/RM professional associations; local public entities. HR/RM will once again inquire of other local public entities as to their recruitment efforts in this regard for additional programs, organizations, institutions etc, in which to reach Hispanic males.

3. To encourage White females to apply for vacancies in the Officials, Professionals, Technician, Protective Services: Non-Sworn and Service Maintenance job categories.

a. Since the last EEOP Utilization Report the City has forwarded more than 60 external job postings to over 30 schools, cities and organizations. The Human Resources/Risk Management Department (HR/RM) will continue the practice of forwarding each external job posting to the list of more than 30 schools, cities and other organizations.

b. The HR/RM will also continue outreach efforts to research for additional organizations that target White female applicants in these job areas, i.e. sending recruitment vacancy announcements to: minority group websites or emails as determined by the City; known trade associations, if any, specific to the position or job category, ,HR/RM professional associations; local public entities. HR/RM will once again inquire of other local public entities as to their recruitment efforts in this regard for additional programs, organizations, institutions etc, in which to reach White females.

4. To encourage Black or African American females to apply for vacancies in the Protective Services: Non-Sworn job category.

a. Since the last EEOP Utilization Report the City has forwarded more than 60 external job postings to over 30 schools, cities and organizations. The Human Resources/Risk Management Department (HR/RM) will continue the practice of forwarding each external job posting to the list of more than 30 schools, cities and other organizations.

b. The HR/RM will also continue outreach efforts to research for additional organizations that target Black or African American female applicants in these job areas, i.e. sending recruitment vacancy announcements to: minority group websites or emails as determined by the City; known trade associations, if any, specific to the position or job category, HR/RM professional associations; local public entities. HR/RM will once again inquire of other local public entities as to their recruitment efforts in this regard for additional programs, organizations, institutions etc, in which to reach Black or African American females.

5. To encourage Asian females to apply for vacancies in the Protective Services: Non-Sworn job category.

a. Since the last EEOP Utilization Report the City has forwarded more than 60 external job postings to over 30 schools, cities and organizations. The Human Resources/Risk Management Department (HR/RM) will continue the practice of forwarding each external job posting to the list of more than 30 schools, cities and other organizations.

b. The HR/RM will also continue outreach efforts to research for additional organizations that target Asian female applicants in these job areas, i.e. sending recruitment vacancy announcements to: minority group websites or emails as determined by the City; known trade associations, if any, specific to the position or job category, HR/RM professional associations; local public entities. HR/RM will once again inquire of other local public entities as to their recruitment efforts in this regard for additional programs, organizations, institutions etc, in which to reach Asian females.

Step 7a: Internal Dissemination

Distribute a hard copy of the EEOP Utilization Report to City Department Directors and City Manager.

Post a copy of the EEOP Utilization Report on the City's employee intranet Service, an in-house electronic communication network.

Email all City employees that a copy of the EEOP Utilization Report is on the City employee intranet and City website.

Step 7b: External Dissemination

Post a copy of the EEOP Utilization Report on the City public website.

Make available upon request from the general public a copy of the EEOP Utilization Report.

Utilization Analysis Chart

Relevant Labor Market: Seminole County, Florida

| Job Categories | Male | | | | | | | Female | | | | | | | | |
|--------------------------------|------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|--------|------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|--------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Officials/Administrators | | | | | | | | | | | | | | | | |
| Workforce #/% | 29/67% | 2/5% | 5/12% | 0/0% | 1/2% | 0/0% | 0/0% | 0/0% | 5/12% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 12,150/46% | 1,790/7% | 885/3% | 0/0% | 490/2% | 0/0% | 100/0% | 30/0% | 8,090/30% | 1,750/7% | 865/3% | 15/0% | 340/1% | 0/0% | 105/0% | 10/0% |
| Utilization #/% | 22% | -2% | 8% | 0% | 0% | 0% | -0% | -0% | -19% | -4% | -3% | -0% | -1% | 0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 28/56% | 4/8% | 2/4% | 0/0% | 1/2% | 1/2% | 0/0% | 0/0% | 11/22% | 2/4% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 10,215/33% | 1,650/5% | 970/3% | 10/0% | 1,005/3% | 4/0% | 145/0% | 95/0% | 12,325/40% | 1,920/6% | 1,685/5% | 65/0% | 760/2% | 0/0% | 70/0% | 75/0% |
| Utilization #/% | 23% | 3% | 1% | -0% | -1% | 2% | -0% | -0% | -18% | -2% | -3% | -0% | -2% | 0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 22/44% | 2/4% | 13/26% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 8/16% | 3/6% | 2/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,650/33% | 315/6% | 360/7% | 15/0% | 0/0% | 0/0% | 4/0% | 0/0% | 1,600/32% | 630/13% | 385/8% | 0/0% | 55/1% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 11% | -2% | 19% | -0% | 0% | 0% | -0% | 0% | -16% | -7% | -4% | 0% | -1% | 0% | 0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 56/58% | 17/18% | 10/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 6/6% | 4/4% | 3/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,465/53% | 405/15% | 285/10% | 0/0% | 70/3% | 0/0% | 30/1% | 0/0% | 310/11% | 95/3% | 115/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 6% | 3% | 0% | 0% | -3% | 0% | -1% | 0% | -5% | 1% | -1% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 42/70% | 6/10% | 6/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/7% | 2/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 80/25% | 15/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 115/36% | 35/11% | 45/14% | 0/0% | 30/9% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 45% | 5% | 10% | 0% | 0% | 0% | 0% | 0% | -29% | -8% | -14% | 0% | -9% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 5/9% | 0/0% | 3/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 33/62% | 4/8% | 7/13% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 16,050/27% | 3,705/6% | 1,895/3% | 0/0% | 810/1% | 15/0% | 115/0% | 85/0% | 25,205/42% | 6,010/10% | 4,550/8% | 85/0% | 1,210/2% | 25/0% | 200/0% | 295/0% |

| Job Categories | Male | | | | | | | | Female | | | | | | | |
|---------------------|------------|--------------------|---------------------------|----------------------------------|--------|---|-------------------|--------|-----------|--------------------|---------------------------|----------------------------------|--------|---|-------------------|--------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % |
| Utilization #/% | -17% | -6% | 3% | 0% | -1% | -0% | -0% | -0% | -20% | -2% | 6% | 2% | -2% | -0% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 35/40% | 4/5% | 45/52% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 2/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 10,070/64% | 3,450/22% | 1,055/7% | 0/0% | 140/1% | 15/0% | 30/0% | 35/0% | 535/3% | 300/2% | 60/0% | 0/0% | 70/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -24% | -17% | 45% | 0% | 0% | -0% | -0% | -0% | -1% | -2% | -0% | 0% | -0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 4/13% | 2/6% | 24/77% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 11,570/31% | 4,960/13% | 3,090/8% | 80/0% | 555/1% | 0/0% | 225/1% | 165/0% | 9,430/25% | 3,815/10% | 2,820/7% | 10/0% | 615/2% | 30/0% | 140/0% | 110/0% |
| Utilization #/% | -18% | -7% | 69% | -0% | -1% | 0% | -1% | -0% | -22% | -10% | -7% | -0% | -2% | -0% | -0% | -0% |

Significant Underutilization Chart

| Job Categories | Male | | | | | | | Female | | | | | | | | |
|--------------------------------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|--------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Officials/Administrators | | | | | | | | | ✓ | | | | | | | |
| Professionals | | | | | | | | | ✓ | | | | | | | |
| Technicians | | | | | | | | | ✓ | | | | | | | |
| Protective Services: Non-sworn | | | | | | | | | ✓ | | ✓ | | | ✓ | | |
| Administrative Support | ✓ | | | | | | | | | | | | | | | |
| Skilled Craft | ✓ | ✓ | | | | | | | | | | | | | | |
| Service/Maintenance | ✓ | | | | | | | | ✓ | | | | | | | |

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Fred W. Fosson

Director of Human Resources/Risk Management01-12-2016

[signature]

[title]

[date]